

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST	2. AGENCY	3a. POSITION NO.
US Embassy Abuja	US Department of State	

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK.

☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____ (Title) _____ (Series) _____ (Grade)

☐ b. New Position

☐ c. Other (explain)

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority				
b. Other				
c. Proposed by Initiating Office	Human Resources Clerk 305-06	PSA-		

6. POST TITLE POSITION (if different from official title)

Human Resources Clerk

7. Name of Employee

8. MISSION

U.S. Embassy, Abuja, Nigeria

b. Second Subdivision

a. First Subdivision

Human Resources Section

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The incumbent assists with local employee recruitment and also assists with the provision of employee services to serviced sections and agencies. Assists with training and presentation to larger audience comprising of both local hires and American supervisors. Incumbent also assists with various Human Resources programs and performs assigned administrative duties, including maintenance of subject files. Assists with the preparation of reports on various Human Resources issues.

14. MAJOR DUTIES AND RESPONSIBILITIES (See attached)

% OF TIME

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

a. Education

Two years of general college studies required.

Prior Work Experience

A minimum of three years' experience in Human Resources field or general office administration work is required.

c. Post Entry Training

On-the-job training will be provided.

d. Language Proficiency: List both English and host country language(s) by level and specialization.

Level 4 (Fluency) Speaking/Reading/Writing in English is required.

e. Knowledge

Knowledge of office administration procedures; ordering office supplies and equipment, arranging travel authorization and completing/submitting travel vouchers is required.

f. Skills and Abilities

Incumbent must be tactful but effective in dealing with HR customers, must possess strong interpersonal skills and good writing skills. Must have the ability to prioritize tasks, have good computer skills (Word & Excel) and the ability to type 40 WPM. Ability to perform basic calculation is also required.

16. POSITION ELEMENTS

a. Supervision Received

Human Resources Specialist/Senior Human Resources Officer

Available Guidelines

3 FAM, 3 FAH-1, 3 FAH-2, Standardized Regulations, FSN Handbook, and the US Mission Nigeria's Local Compensation Plan.

c. Exercise of Judgment

Incumbent must exercise judgment when assisting with the screening of applications and preparing LE Staff personnel actions. Incumbent must exercise judgment and tact when conducting orientation for new hires.

d. Authority to Make Commitments

None

e. Nature, Level and Purpose of Contacts

Incumbent has contact with American officers and LE Staff.

g. Time Expected to Reach Full Performance Level

Six Months

Recruitment:

Incumbent assists with the preparation of vacancy announcements for vacant LE Staff/Eligible Family Member (FM) positions for serviced sections and agencies of the US Mission in Abuja and U. S. Consulate Lagos. Incumbent also assists with sorting of applications. Listing of eligible/qualified candidates is forwarded to the selecting officer for interview and selection. Incumbent assists with other processes and documentation needed to successfully bring a new employee on board.

15%

Employee Services:

Incumbent assists with the processing via the Webpass of various Personnel Actions ranging from appointment actions to transfer, within grade increases (WGI), retirement, separation for cause, and death actions etc. He/she assists with the processing of Employee Performance Reports (EPRs) for LE employees of serviced sections and agencies. Incumbent provides guidance to serviced employees on basic HR issues.

15%

Training and Presentation:

Incumbent assists HR assistants with the preparation of training materials on various Human Resources topics for presentation to a larger audience comprising of both local employees and their American supervisors. Incumbent research various Human resources topics and assists with the preparation of the presentation material for the Snr. HRO's review.

15%

HR Programs:

Incumbent assists Human Resources assistants with the paperwork needed for the processing of various HR programs, which includes the Medical reimbursement program, LES Retirement program via AIICO/DCF, American Check-in/Check-out, American residency visas and ID, Summer hires/internship program, Joint Post Awards program (including Extra Mile awards), Special immigrant visa (SIV), Salary prepayment, Wallace Insurance etc.

15%

Administrative duties:

Incumbent performs administrative duties for the HR Office. Maintain subject files and prepare basic HR periodic reports. Drafts and responds to routine correspondence for approval by the American HR supervisor. Researches references and background materials and/or types from rough drafts and determines which format should be followed to provide the most effective presentation of the information involved.

Routes mail to and from the mailroom; coordinates HRO and DHRO's in and out trays to ensure that personnel actions are distributed in a timely manner. Incumbent prepares management notices and e-mails on various Human Resources issues. Incumbent maintains and updates Human Resources Intranet Website; ensures that all HR forms, publications, policies and vacancy announcements are updated in the intranet website. Incumbent serves as backup to at least one other HR Assistant position. Performs any other assigned duties.

40%